**RESUME**

**Vijay Bhatia**

Mobile No.:- 09810104847

email:-vijaybhatia1973@gmail.com

**ACCOUNTING WORK EXPERIENCE**

As an accountant, I bring with me a keen ability to manage accounts and remove any discrepancies. Budgeting and analysis are my forte and I am quite familiar with the major financial applications and software used in the industry.

**KEY SKILLS**

***Prepare and Finalization of:-***

Account Books & Reports (Computerized & Manually)

Balance Sheet and Profit and Loss Account

GST (GSTR1, GSTR2A, GSTR3B & form 9)

TDS Return

VAT Return

Statutory Forms C, F, E1 & E2, E-way Bill

Creditor’s and Debtor’s accounts

Reconciliations and Ageing Statements (Bank, Debtors, Creditors and Stock)

Credit Note & Debit Note Accounts (Interest, CD, QD & Others)

Stock Inward & Outward as per PO & Allocation

Stock and Book-Debts Statements for Bank

Broker's Accounts

Branch and Sales person wise Reports

Batch wise Report, DP & MIS Statement

Finance Loan Charts

Scrutiny Working

***Abilities:-***

Co-ordinate with Auditors

Accounting Work of LC, Import and Tender

Making Accounting Reports as per Management Requirement

Manage accounts Files and Records Properly

**WORK HISTORY**

**Emco Tech Equipments Pvt. Ltd. (Deal in: Medical Equipments)**

(From 08/2018 to Till Date)

**Saarthak Vanijya India Pvt. Ltd. (Distributors of Writing & Printing and Tissue Paper)**

(From 06/2016 to 07/2018)

**Shiv Sales Corporation (Distributors of Writing & Printing, Tissue Paper & Aluminum Foil)**

(From 05/1999 to 05/2016)

**Shree Mahadev Traders Pvt. Ltd. (Whole seller Writing & Printing Paper & Grain Merchant)**

(From 10/1990 to 04/1999)

**EDUCATION**

B. Com. (Pass) Delhi University 1993 (Correspondence)

12th from Govt. Senior Sec. School, Krishna Nagar in 1990

10th from Govt. Senior Sec. School, Krishna Nagar in 1988

**TECHNICAL SKILLS**

Busy, Tally, Odoo ERP and other accounting system experience

TDS Software Compu-TDS and Web-tel

Ms-Excel (vlookup, pivot table, formulas & Etc.) & Word

**PERSONAL DETAILS**

Father’s Name Late Shri Kanwal Prakash Bhatia

Date of Birth 22nd March, 1973

Nationality Indian

Marital Status Married

Hobbies Listening Music

Address Ram Nagar, Krishna Nagar, Delhi 110051

Place: Delhi

Date:

**(VIJAY BHATIA)**